

STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JUNE 8, 2022 AT 9:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

BRIAN ROSSON	COMMISSIONER PRECINCT #1
CRAIG BELT	COMMISSIONER PRECINCT #2
DAVID MURPHREE	COMMISSIONER PRECINCT #3
BIZ HOUSTON	COMMISSIONER PRECINCT #4

TERRI BERRY _____ COUNTY CLERK _____

Teleconference:

In recognition of the public health emergency presented by the pending coronavirus-19 ("COVID-19") pandemic, and pursuant to an emergency order issued by the Governor of the State of Texas to temporarily suspend certain provisions of TOMA in view of said emergency, a quorum of the Commissioners Court will hold this meeting by telephonic conference call. **Members of the public may call in to this meeting by telephone by calling 1-346-248-7799 and entering the Meeting ID No. 938 956 816**

Members of the public who desire to make public comment during the meeting must register by e-mailing their identity to the following Gaines County ("County") representative one (1) hour before the meeting start time on the day of the posted meeting: Benette McDonald, Administrative Assistant, Commissioners Court at benette.mcdonald@co.gaines.tx.us.

This meeting will be recorded, and the audio recording will be available on the County's internet website after the meeting. A copy of the agenda packet for the meeting will be available on the County's internet website at the time of the meeting at www.co.gaines.tx.us.

During this meeting, the Commissioners Court reserves the right to conduct an executive session/closed meeting session for any purpose authorized by Chapter 551 of the Texas Government Code or other authority, including without limitation sections 551.071 and 551.129, Texas Government Code (consultation with attorney).

9:00 A.M. Regular Meeting

1. Call to order, prayer, pledge
Judge Keyes called the meeting to order with a prayer and pledges of allegiance.
 2. Public Comment – should be related to a listed agenda item, if not on the agenda the Court will be unable to respond to the issue in any way other than scheduling for the agenda of a future meeting
None
 3. Discuss routine administrative items: take action as appropriate
 - a. Payroll
 - b. Budget amendments and fund transfers
 - c. Accounts payable
 - d. Auditor's report
 - e. Officer's report
 - f. Renewal of routine annual service and similar agreement(s)
 - g. Surplus equipment (non-capitol)
- 3f) Commissioner Rosson made a motion to approve the annual invoice for the library chromebooks with e-Libris Technologies, LLC in the amount of \$229.00. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

Commissioner Belt made a motion to approve the routine administrative items as presented. Commissioner Houston seconded the motion. Motion carried unanimously. (see attached)

4. Meet with JSA to receive recommendations for the courthouse roof; take action as appropriate
JSA representative presented results from 2 bids received from Red Oak Roofing Inc. and ABF Commercial Roofing & Foam Inc. He stated JSA recommended ABF Commercial Roofing & Foam Inc. This item was tabled to consider complications regarding cooling ventilations. Commissioner Court requested JSA to obtain a bid from their engineer as to the cost of replacing the cooling ventilation prior to the roof repair. JSA stated the bids he presented were good for 60 days and after that point bids would have to go out again.
5. Meet with Shelby Concotelli and Shawntay Pettyjohn to discuss mosquito spraying and cart path boundaries for July 4 celebration; take action as appropriate
Shawntay Pettyjohn requested commissioner court give authorization to The Chamber of Commerce to place boundaries for golf carts during the July 2nd celebration. She also stated the need for mosquito spraying during the celebration. Judge Keyes stated Scott Nichols would be in charge of spraying for mosquitos. Commissioner Murphree made a motion for the golf cart boundaries to only access the golf course area and to deny access to the road east to west in the back of the golf course. Commissioner Belt seconded the motion. Motion carried unanimously.
6. Meet with Gaines County Library Staff to consider a potential change in library policy on who can be issued a library card; take action as appropriate
This item was tabled until Sabra Hall, Library Director, could be in attendance.
7. Consider rate change for Gaines County health insurance for 2023; take action as appropriate
Michael Lord, Treasurer, stated there had not been an increase in rates for past 2 years however, the increase in the insurance for 2023 is 6.5% which is \$58.14 increase per employee. Commissioner Houston made a motion to approve the health insurance rate change for 2023. Commissioner Murphree seconded the motion. Motion carried unanimously. (see attached)
8. Consider approving moving building alarms to cellular connections; take action as appropriate
Commissioner Belt made a motion to approve moving the building alarms to cellular connections as presented by Scott Shortes, IT Director. Commissioner Rosson seconded the motion. Motion carried unanimously.
9. Consider and discuss policies and procedures for use of county owned baseball fields in Seagraves and Seminole; take action as appropriate
Commissioner Belt made a motion to approve the policies and procedures regarding the hours of use and fee for use of the county owned baseball fields in Seagraves and Seminole as presented by Joe Nagy, County Attorney. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)
10. Consider appointing an individual to serve on the Board of Directors of West Texas Opportunities, Inc to represent Gaines County; take action as appropriate
Judge Keyes made a motion to appoint Cathy Williams to serve on the Board of Directors of West Texas Opportunities, Inc. Commissioner Houston seconded the motion. Motion carried unanimously.
11. Consider a request from the Gaines County Junior Livestock Association for the Commissioners Court to act as an agent to apply for grant funds to build new livestock pens and show arena for use at the Civic Building; take action as appropriate
Commissioner Belt made a motion to authorize Judge Keyes sign and prepare the letter to the foundation to request grant funds to build new livestock pens and show arenas for use at the Civic Building. Commissioner Murphree seconded the motion. Motion carried unanimously. (see attached)
12. EXECUTIVE SESSION: In accordance with Texas Government Code 551.071 and/or 551.129 (consultation with attorney) meet with Mr. Bustos to discuss proposed changes to the Gaines County Subdivision and Manufactured Home Rental Community Regulation
Executive session began at 10:20a.m. and ended at 11:45a.m.
13. OPEN SESSION: Consider potential changes to the Gaines County Subdivision and Manufactured Home Rental Community Regulation, dated February 19, 2020, consider the process(es) which may be required to effect the changes if desired; take action as appropriate

Commissioner Belt made a motion to authorize Judge Keyes to do an RFP for a professional engineer to guide and advise commissioners court regarding evaluations and codes for subdivisions. Commissioner Rosson seconded the motion. Motion carried unanimously.

14. Consider approving subdivision application(s), take note of known exceptions, consider any requests for variances; take action as appropriate,

Commissioner Belt made a motion to approve Catcus Ridge Subdivision, 2nd reading noting this was signed prior to the 2017 subdivision policy changes. Commissioner Murphree seconded the motion. Motion carried unanimously. (see attached)

15. Consider current road crossing request(s); take action as appropriate,

Following much discussion with a representative from Metro Water Systems, Inc Commissioner Murphree made a motion to approve road crossings on 304D x2 and 301. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

16. Discuss any other items pertaining to County Business; for information purposes only, no action may be taken on these items except to schedule them for a future agenda

Commissioner Belt stated he needed any available cones from each precinct for the fourth of July celebration on July 2nd.

Esmeralda Felan stated her staff and the Treasurer and his staff would be attending a software demo tomorrow in the commissioners courtroom.

17. Budget workshop

- a. Discussion of departmental budget request
- b. Other

This item was tabled until next court date

18. Adjourn;

Commissioner Houston made a motion for the meeting to adjourn. Commissioner Murphree seconded the motion. Motion carried unanimously.

The meeting adjourned at 11:50a.m.

I, Terri Berry, Gaines County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for June 8, 2022.



Terri Berry

Terri Berry, County Clerk
Clerk of Commissioner's Court
Gaines County, Texas



STATE OF TEXAS

COUNTY OF GAINES

THE HONORABLE COMMISSIONERS' COURT OF GAINES COUNTY MET IN A REGULAR MEETING ON JUNE 22, 2022 AT 9:00 A.M. THE COUNTY JUDGE TOM N. KEYES PRESIDING AND THE FOLLOWING MEMBERS OF THE COURT IN ATTENDANCE.

BRIAN ROSSON
CRAIG BELT
DAVID MURPHREE
BIZ HOUSTON

COMMISSIONER PRECINCT #1
COMMISSIONER PRECINCT #2
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TERRI BERRY

COUNTY CLERK

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9:00 A.M. Regular Meeting

1. Call to order, prayer, pledge

Judge Keyes called the meeting to order with a prayer and pledges of allegiances.

2. Public Comment – should be related to a listed agenda item, if not on the agenda the Court will be unable to respond to the issue in any way other than scheduling for the agenda of a future meeting

None

3. Discuss routine administrative items: take action as appropriate;
 - a. Payroll
 - b. Budget amendments and fund transfers
 - c. Accounts payable
 - d. Auditor's report
 - e. Officer's report
 - f. Surplus equipment (non-capitol)
 - g. Annual renewals of service and other contracts

Commissioner Murphree made a motion to approve the contract from Potem Software for the cemetery in the amount of \$2,080.00 as presented by Esmeralda Felan, Auditor. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

Commissioner Belt made a motion to approve the routine administrative items as presented. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

4. Meet with Golf Course Superintendent Scott Nichols to discuss summer help; take action as appropriate

No action taken as Scott Nichols, Golf Course Superintendent resolved the issue outside of court.

5. Consider authorizing County Auditor to issue a credit card for the Golf Course Superintendent Scott Nichols; take action as appropriate

Commissioner Murphree made a motion to authorize Esmeralda Felan, Auditor, to issue a credit card to Scott Nichols, Golf Course Superintendent to purchase items online for the Golf Course. Commissioner Houston seconded the motion. Motion carried unanimously. (see attached)

6. Consider authorizing County Auditor to issue credit cards for sheriff's office employee's to allow them to conduct county business; take action as appropriate

Commissioner Houston made a motion to authorize Esmeralda Felan, Auditor, to issue credit cards to the following sheriff office employees: Chief Deputy Landon Walker, Lieutenant Joe Vest, Sergeant Victor Montez, Sergeant Luis Luis and Sergeant James Everett to conduct county business. Commissioner Rosson seconded the motion. Motion carried unanimously. (see attached)

7. Meet with Gaines County Library Staff to consider a potential change in library policy on who can be issued a library card; take action as appropriate

Sabra Hall, Library Director, stated the library is out of compliance with the current rules regarding ID's required and rules regarding who can be issued a library card. She stated she has amended the current policy stating the proper ID required and the requirement to live in Gaines County. Commissioner Rosson made a motion to approve the library policy changes as presented. Commissioner Belt seconded the motion. Motion carried unanimously. (see attached)

8. Consider authorizing the County Judge to contract for asbestos testing in and around the old library in Seagraves and if necessary contract for abatement in preparation for renovations to convert the space into a courtroom for Pct. 2 Justice of the Peace; take action as appropriate

Commissioner Rosson made a motion to authorize Judge Keyes to contract for asbestos testing in and around the old library in Seagraves and contract for abatement to prepare for the space to become the courtroom for Precinct 2 JP. Commissioner Belt seconded the motion. Motion carried unanimously.

9. Discuss identifying the doors of the county buildings for First Responder access; take action as appropriate

Commissioner Murphree made a motion to place #'s on doors to clearly identify to Emergency/First Responder personnel the correct door to enter. Commissioner Rosson seconded the motion. Motion carried unanimously.

10. Consider awarding bid for courthouse roof; take action as appropriate

Judge Keyes stated at the last commissioner court meeting it was determined that a vent was needed installed before the roof repair. He stated since then he has been informed this is no longer needed to continue with the roof repair. Commissioner Belt made a motion to accept the bid for the roof repair from ABF Roofing and Foam in the amount of \$391,528.00. Commissioner Rosson seconded the motion. Motion carried unanimously. (See attached)

11. Consider approving appointment of a board member for the North East Gaines Emergency Services District; take action as appropriate

Following discussion all commissioners voted unanimously to appoint Teresa Freeman as a board member for the North East Gaines Emergency Services District.

12. Consider accepting a donation of 10 acres on land attached to the Unical calche pit from the Sparks Ranch; take action as appropriate

Commissioner Murphree stated he was contacted by Trina Sparks, Sparks Ranch, to donate 10 acres of land at the Unical calche pit for 150 loads of caliche and they will deed the SE corner of the SW/4 of Section 364 to the county. Commissioner Murphree made a motion to accept the donation from Sparks Ranch as presented. Commissioner Houston seconded the motion. Motion carried unanimously. (see attached)

13. Consider approving the use of the Gaines County Park for a wedding ceremony; take action as appropriate

Commissioner Rosson made a motion to approve the request for a wedding to be held at the Gaines County Park July 30th. Commissioner Belt seconded the motion. Motion carried unanimously.

14. Consider all available options including going out for a Request for Proposal for a Gaines County Public Defender Office, due to Artie Aguilar's termination of his contract with Gaines County to provide indigent defense in the 106th District Court for Gaines County defendants; take action as appropriate

Following much discussion this item was table until further research and information can be obtained from Judge Keyes and presented to Commissioners court.

15. Consider approving subdivision application(s), take note of known exceptions, consider any requests for variances; take action as appropriate

Judge Keyes stated the Bustos law firm was finalizing the Subdivision policy and would present it at the July 6th Commissioners court meeting. Judge Keyes stated he had been contacted by someone stating they had an approved subdivision and was now wanting to also subdivide the back part of the property. This item will be researched in reference to when he submitted his original subdivision and a possible variance being done.

16. Consider current road crossing request(s); take action as appropriate

None

17. Discuss any other items pertaining to County Business; for information purposes only, no action may be taken on these items except to schedule them for a future agenda

Esmeralda Felan, Auditor, stated the county has received the 2nd payment from the American Rescue Plan.

Commissioner Houston stated on CR 422 in Precinct 4 an oil company had abandoned the caliche pad and the oil company gave him permission to haul the caliche off.

Commissioner Rossen stated the first ball game at the field in Seagraves, after the new rules were implemented had resulted in the field being cleaned and there were no negative issues.

Commissioner Belt stated he was pricing the fencing to be placed at Lytle Field.

Judge Keyes stated he and Commissioner Houston were to meet with Kevin PettY regarding Indio Field and possibility more land being made available.

Judge Keyes stated himself, Robert Barrett, Kyle Abbott, Ronnie Pipkin and Scott Shortes were to have a conference call with Tower Construction Company.

18. Budget workshop – the following items provide a framework for discussions, but should not be considered to limit discussions that may arise

- a. Review individual departmental budget requests for FY 23

All budget requests were approved (Commissioner Murphree abstained from voting on the District Clerk budget request) with the following changes:

Auditor: Conversion Financial System Software in the amount of \$150,000.00 will be added in the budget line.

JP 1: Commissioners requested an explanation of the \$4,995.00 change in Capital Equipment Purchase

Sheriff: Capital purchase in the amount of \$120,495.00 and non-capital equipment purchase in the amount of \$29,495.00 was approved to be paid now out of the American Rescue Plan fund.

Civil Defense: Communication Supplies (batteries) in the amount of \$795.00 was approved to be paid now out of the American Rescue Plan fund.

Seagraves Senior Citizens: Capital Equipment purchase in the amount of \$17,995.00 was approved to be paid now out of the American Rescue Plan fund.

All Precincts: Any equipment that is needing replaced or purchased was approved to do so now and be paid out of the American Rescue Plan fund.

Golf Course: Capital Equipment purchase in the amount of \$54,995.00 was approved to be paid now out of the American Rescue Plan fund.

Raises of 6% was approved for all employees except for Sheriff Department staff who will receive a higher percent raise once a survey is conducted of other counties by Michael Lord, Treasurer and presented at the next budget workshop.

The language in the seasonal/part time policy will be changed stating pay to be up to \$15 an hour.

Following discussion regarding the GSA Travel Rates in Texas as presented by Esmeralda Felan, Auditor it was approved to increase daily per diem from \$45 to \$65 for travel days.

b. Discuss proposed holiday schedule for FY 23

The following changes were approved on the 2023 Holiday Schedule:

Thanksgiving: closed all day Wednesday, November 23rd

Christmas- Christmas Eve, December 23rd

Juneteenth- June 19th

(see attached all items discussed in budget workshop)

19. Adjourn;

Commissioner Belt made a motion for the meeting to adjourn. Commissioner Rosson seconded the motion. Motion carried unanimously.

The meeting adjourned at 11:50a.m.

I, Terri Berry, Gaines County Clerk, attest that the foregoing is a true and accurate accounting of the Commissioners Court's authorized proceedings for June 22, 2022.



Terri Berry

Terri Berry, County Clerk
Clerk of Commissioner's Court
Gaines County, Texas

